

Appendix H-2

DOCUMENTATION REQUIREMENTS FOR PARK, TRAIL, AND NATURAL AREA ACQUISITION OF LAND AND INTERESTS IN LAND TASK ORDERS AND PAYMENT/REIMBURSEMENT

Cooperative Agreement

1. Cover Letter requesting a Cooperative Agreement in accordance with the SNPLMA Implementation Agreement. Include the name of the project, project number, and the amount of the funding request as approved by the Secretary plus the authorized contingency amount.
2. Draft Assistance Agreement (Form 1511-1).
3. Application for Federal Assistance: Standard Form 424A Budget Information and Form 424B Assurance – Non-Construction.
4. Form DI-2010 US Department of the Interior Certifications Regarding Debarment, etc.
5. Copy of “Willing Seller Letter” if not submitted with the nomination (i.e., for right-of-way acquisitions where the ROW wasn’t identified in the nomination).
6. Estimated Direct Costs Form for each property/ROW (Form Appendix B-4 and B-9).
7. Acquisition Schedule (e.g., timeline for acquisition)

Partial Payment/Reimbursement

1. Cover Letter requesting payment, attesting to compliance with the SNPLMA Implementation Agreement, the Assistance Agreement including the AA number, and Nevada Revised Statutes 244.275.
2. Standard Form 270, “Request For Advance or Reimbursement.” Must be signed by certifying official of recipient organization (required for requests from State and Local governments).
3. Receipts for Acquisition Necessary Expenses (e.g., appraisal invoice, relocation invoices/payments).
4. Agency fiscal records for eligible direct labor, travel, and official vehicle use, and other necessary expenses. If not included on fiscal records for direct labor provide the name of the individual(s), role on the project, number of hours requested, and pay rate per hour. Name of traveler, dates and purpose of travel should be provided if not included on fiscal records for travel. For official vehicle use, annotate fiscal records to demonstrate appropriate project use of official vehicles..

Final Payment/Reimbursement; Submit the above items plus the following:

5. Copy of the Title Insurance Policy and a Statement of Assurance from the local/regional governmental entity that it has reviewed all exceptions in the policy to which the property is subject and there are no restrictions or encumbrances specified in the policy that would prohibit the property from being used for its intended purpose.

6. A copy of the Phase I Environmental Site Assessment (ESA) Executive Summary, Conclusions, and Recommendation sections, and a Statement of Assurance from the local or regional entity that the report has been reviewed by a qualified professional who confirms that there are no recognized environmental conditions on the property which would negatively impact the intended use or prohibit the intended use of the property.
7. Statement of Assurance from the local or regional entity that there are no health, safety or other liabilities existing on the property which would negatively impact the intended use or prohibit the intended use of the property, including an explanation of how this determination was made
8. A description of the determination regarding the applicability of relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (49 CFR Part 24, Final Rules Effective February 3, 2005).
9. If NEPA was required for the project a copy of the NEPA documentation and findings/record of the decision.
10. Copy of local/regional governmental entity's Appraisal Report prepared in compliance with the Uniform Standards of Professional Appraisal Practices (USPAP), Federal Appraisal Standards, and local/regional governmental entity regulations
11. A copy of the entity's appraisal review report completed by a qualified appraisal professional.
12. A copy of a summary or modified valuation report if the property was valued below \$2,500, including an approval signature or documentation signifying that the simplified valuation was reviewed and approved by appropriate management official within the local/regional governmental entity. Values determined in this manner must be reasonably supported. [This change is consistent with BLM acquisition policy.]
13. Copy of Recorded Deed (including book and page—conformed copy is acceptable)